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web in tray exercise example 1 for the purpose of this exercise you are jeremy ingles human resource manager in beta computers ltd it is 7 30 am tuesday morning the 24th of february you have just returned to the office after a two week absence business trip and you are leaving on the 26th of february for a two week holiday

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web nov 4 2023 the in tray exercise also called an e tray exercise is a popular assessment activity which employers use to evaluate the skills of applicants in a workplace situation if you have an in tray exercise coming up as part of your interview process this article will help you prepare

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web the purpose of the in tray exercise is to evaluate and test how well you efficiently use your time resources prioritize your workload identify

investigate and address key issues  
anticipate and resolve problems  
delegate and liaise with others  
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essentially the same thing the only  
difference being that one is computer  
based while the other is paper based  
simulating a real work situation you  
will be given background information  
on the company your role within it and  
a scenario where you are faced with an  
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of workplace skills and competencies  
listed below click on the links to  
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